



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 11, 2018 Minutes

I. Meeting Opened

The December 11, 2018 Regular Council Meeting was called to order at 9:00 a.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Elizabeth Brannon, Councilman Eddie Farris, Councilwoman Amanda Green, Councilwoman Elizabeth Haffner and Councilman William “Boots” McCormick.

Staff present: Clerk Assistant Lori Cox, City Attorney Clay Adkinson, City Planner Latilda Hughes-Neel, Parks Director Charles Simmons, Sewer Lead Operator Bridget Hilgenberg, Finance Officer Sara Bowers, and City Engineer Alex Rouchaleau.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

III. Recognition of Guests: None

IV. Public Request for Placement on Agenda

1. Melissa Smith – 30A Candles/Candle Happy
Ms. Smith was not in attendance at the meeting.

V. Public Comment on Consent Agenda: None

VI. Approval of Consent Agenda

1. Revenue and Expenditures as of Sept. 30, 2018
2. Revenue and Expenditures as of Oct. 31, 2018
3. Bills Paid
4. Regular Council Meeting November 13, 2018

Council Action: Councilman Farris made a motion to approve the Consent Agenda as presented. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

VII. Consideration of Additions/Deletions to Agenda
Additions

- Road Concerns & Issues Update – Councilwoman Brannon

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December 11, 2018 Minutes

- December 20th Walton County Delegation Meeting – Councilwoman Brannon
- Utility Billing Manager Position – Finance
- Discussion of Dumpster Purchase for the City - Parks
- Request from Middle School Cheerleaders Fee Waiver – Mayor Barley
- IEMO Class Permission to Attend – Councilman McCormick
- Social Media Posting Policy Discussion – Councilwoman Haffner
- Compensation – Councilwoman Haffner
- Employee Issue/Concern – Councilwoman Haffner
- Waste Management Update – Councilwoman Haffner
- Whitman Way Road – Councilwoman Green
- Audit Update – Councilwoman Green
- Letter from the Water Department – Councilwoman Green
- Promoting the Parks – Parks Director Charlie Simmons
- ~~Deletions~~
- Recognition of the Cheerleader Competition Winner – New Business

VIII. Approval of Agenda with Additions/~~Deletion~~

Council Action: Councilwoman Brannon made a motion to approve the Agenda with specified Additions and ~~deletions~~ as presented. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

IX. Staff Reports

A. City Clerk Matters: None

B. Finance Department

1. Ratification of the motion made at the Nov. 13th Council Meeting, for the approval to purchase the \$15,696.00 stage, to include the name of the vendor.
 - Majestic Entertainment Partners, LLC.

Council Action: Councilman Farris made a motion to ratify the motion at the November 13, 2018 Council Meeting approving the stage for the City in the amount of \$15,696.00, to include the name of the vendor which is Majestic Entertainment Partners, LLC. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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December 11, 2018 Minutes

2. Theresa Kemp – Time Frame to pay fees for approved sewer connections

Council Action: Councilwoman Haffner made a motion to notify Theresa Kemp, by certified letter, to pay all fees for the approved sewer connections, along with grinder cans for the remaining five (5) locations by January 31, 2019. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. Employee Uniform Allowance

- Finance Officer Bowers presented the list of employees who are eligible to receive a uniform allowance as well as a sample of the form they would be required to sign when receiving the allowance.

Council Action: Councilman Farris made a motion to approve the employee uniform allowance for a total amount of \$4,075.00. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

4. Discuss the development of Billing Policies

- Finance Officer Bowers requested Council interest in the following policies being developed:
 - a) Disconnect Policy
 - b) Bad Debt Policy
 - c.) Irrigation Policy
- Council discussion ensued, and staff was directed to bring back draft language for the policies. Councilwoman Green would also like policy language for standard answers for common questions that are asked by the public.

5. Utility Billing Manager position

- Finance Officer Bowers requested direction regarding the advertisement of a Utility Billing Manager on Zip Recruiter.

Council Action: Councilwoman Green made a motion to approve advertisement for the position on Zip Recruiter for the free trial period and one month past the trial date for a total of \$249.00. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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REGULAR COUNCIL MEETING
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December 11, 2018 Minutes

C. Planning & Zoning Dept

1. LSA – Housing Element (2nd Reading)

Council Action: Councilman McCormick made a motion to approve and adopt Ordinance No. 2018-10, amending the Comprehensive Plan of the City of Freeport, providing for revisions to the Housing Element. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. LDC – 331 North Corridor Standards (2nd Reading)

Council Action: Councilman Farris made a motion to approve and adopt Ordinance No. 2018-11, Amending the Freeport Land Development Code; adding Appendix H-331 Corridor Standards. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. Owls Head Farms Residential Planned Development Project Resolution

- City Planner Hughes-Neel presented the Owls Head Farms Residential PDP.
- Mr. Doug Duncan, Mr. Jim Martelli, Mr. Shelton Stone, and Mr. David Smith from the Innerlight Engineering Corporation addressed the Council.
- Public Hearing was opened to the floor and Mr. Jason Woody of Southern Glacier Wine & Spirits addressed the Council regarding the distance between the residential development and Nick Wilson Way. Mr. Woody also requested information regarding the traffic flow in the area.
- Mr. Martelli addressed the questions regarding the traffic flow and signalized access points to the development.

Council Action: Councilman Farris made a motion to approve Resolution No. 2018-18, Owls Head Commercial LLC, Residential Planned Development Project. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

4. Hammock Bay Phase III Residential PDP (Resolution)

- City Planner Hughes-Neel presented the Hammock Bay Phase III Residential Planned Development Project. The Project owner is Genre Holdings; the Project Agent is Mary Rosenheim with the Jay Odom Group. The project is located on the interior of West CR 83A.

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City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 11, 2018 Minutes

- Mr. Jay Odom presented the details of the project to the Council.
- Council asked Mr. Odom several questions regarding the residential area and the RV Park that is within the 5% commercial, which is allowable within the Rural Village land use designation.

Council Action: Councilwoman Haffner made a motion to approve Resolution No. 2018-19, Hammock Bay Phase III Residential Planned Development Project. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

5. Large Scale Amendment/Zone Amendment – Parkview @ Hammock Bay (1st Reading)
 - City Planner Hughes-Neel presented the draft Ordinance amending the Comprehensive Plan.

Council Action: Councilman Farris made a motion to approve first reading and advertisement of the Ordinance regarding the amendment to the Comprehensive Plan, Specifically the Future Land Use Map, Specifically a portion of the Parcel Identified with Reference Numbers 21-1S-19-23000-001-0013 containing 40.07 acres more or less, from City Future Land Use Designation of GA (General Agriculture) to the City's RV (Rural Village) and C1 (General Commercial) Future Land Use Designations. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

6. RZ – Parkview @ Hammock Bay (1st Reading)

Council Action: Councilwoman Haffner made a motion to approve 1st reading and advertisement of the Ordinance amending the zoning map series included by Reference in Article 3 of the Land Development Code of the City of Freeport, specifically a portion of the Parcel 21-1S0013 containing approximately 40.07 acres more or less and described by the legal description contained in Section 1 amending the zoning assignment from RA (Rural Agriculture) to RV (Rural Village) and C-1 (General Commercial). Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

7. Parkview @ Hammock Bay MU PDP (resolution in Jan.)
 - Planner Hughes-Neel presented on the Hammock Bay Building Company, LLC., Parkview Mixed Use Planned Development Project. The Resolution for this project will be presented for approval in January 2019.

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REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 11, 2018 Minutes

- Planner Hughes-Neel was directed by Legal to request a motion to advertise and set Public Hearing for the second reading of the Ordinances for Parkview in Hammock Bay.

Council Action: Councilman McCormick made a motion to direct staff to advertise for Public Hearing and second reading, of the Large-Scale Amendment Ordinance and the Zoning Ordinance for Parkview in Hammock Bay at the January 8th Council Meeting. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

8. Marquis Crossings/Major Development Approval
 - Planner Hughes-Neel presented the Marquis Crossings Development Project. The project consists of four (4) Commercial Lots on 14.38 acres located on the South-East corner of US 331 South, and the future Marquis Way East. Bob Magill of Freeport Commercial Property, LLC addressed the Council on the construction of the Service Road connection from Old Jolly Bay Road to Marquis Way East.

Council Action: Councilwoman Brannon made a motion to approve staff moving forward with the Marquis Crossings/Major Development. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

D. Parks Department

1. Promoting the Parks
 - Parks Director Simmons advised the Council that Hammock Bay has donated the Spider Climbing equipment to the City, which would be installed at the park beside City Hall. Council thanked Hammock Bay for donating the Spider Gym.

Council Action: Councilman Farris made a motion to accept the Spider Gym offered to the City by Hammock Bay and have it installed at City Hall. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

- Parks Director Simmons presented a drone video of the City Parks and addressed the Council regarding the promotion of the Freeport City Parks. The cost of this promotion will be brought back to the Council.
- Director Simmons reviewed upcoming projects with the Council using the drone video as a visual to show the location of the projects.

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REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 11, 2018 Minutes

2. Dumpsters for clean-up inside City limits

- Parks Director Simmons discussed the purchase of 5 dumpsters for the parks. There is budget money available in the Streets line item for this purchase.

Council Action: Councilwoman Brannon made a motion to approve the purchase of five (5) dumpsters for the purpose of cleaning up nuisance violations within City Limits. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

E. Legal Matters

1. Utility Bill Relief Policy Language

- Attorney Adkinson advised that the language for the Utility Bill Relief Policy will be presented to the Council for approval at the same time as the second reading of the Capacity Fee Ordinance.

2. Capacity Fee Ordinance 1st Reading

- Attorney Adkinson presented the Capacity Fee Ordinance Language.
- Planner Hughes-Neel and Attorney Adkinson explained the process of pre-payment of fees.
- Tap Fees that have already been paid are locked in and vested.
- Engineer Alex Rouchaleau advised the Council on the revisions that were made to the Capacity Fee Ordinance language.
- Attorney Adkinson commented on Sec. 20-199 - Existing Inventories of Prepaid Fees.
- Public Comment was called, and Jay Odom addressed the Council regarding the time frame of impact fees that have already been paid and the timeframe when Capacity Fees are implemented. Attorney Adkinson addressed Mr. Odom's questions. Mr. Odom requested that the Exemption be extended to 60 months rather than 36 months. Discussion ensued, and Council agreed the exemption should reflect 60 months.

Council Action: Councilman McCormick made a motion to approve the changes and hold first reading, schedule 2nd reading and advertise accordingly, to adopt the Capacity Fee Ordinance at the January 8, 2019 Regular Council Meeting. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

F. Engineering

1. No Wake Zone – Marina Village – 2nd Reading & Adoption

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REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 11, 2018 Minutes

- City Engineer Alex Rouchaleau presented the No Wake Zone-Marina Village for adoption.

Council Action: Councilwoman Brannon made a motion to approve 2nd reading and adoption of Ordinance No. 2018-12, establishing an "Idle Speed – No Wake Restricted Area" in Lagrange Bayou. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

- City Engineer Cliff Knauer gave a brief update on traffic improvements he has been working on as requested by Councilwoman Brannon on the following issues:
 - a) Currently working with DOT on the intersection of Business 331 and State Hwy 331.
 - b) Currently looking into a turn lane off Hwy 20 onto Bayloop East.
- Councilwoman Brannon discussed putting a list together regarding traffic issues to present to legislators for funding in 2019.

G. Water Dept.

1. Budgeted Mini Excavator Purchase
 - Staff is requesting Council to approve an exemption from the formal bid process for the mini excavator that was budgeted, per the interpretation of the Purchasing Policy. Staff is also requesting approval to purchase the lowest bid of the three quotes acquired by Staff.

Council Action: Councilwoman Haffner made a motion to approve an exemption to hold a formal bid process to purchase a budgeted Mini Excavator for the Water Department and to purchase the Komatsu Mini Excavator in the amount of \$54,300.00, from the Tractor and Equipment Company. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

H. Sewer Dept.

1. Wastewater System Fiscal Sustainability Analysis & Asset Management Plan
 - Lead Sewer Operator Bridget Hilgenberg presented the Fiscal Sustainability & Asset Management Plan. Florida Rural Water Association requires the City to adopt a Resolution to approve an Asset Management Plan.
 - City Engineer Alex Rouchaleau explained the Asset Management Plan to the Council.

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December 11, 2018 Minutes

Council Action: Councilwoman Green made a motion to move forward with the Sustainability Analysis & Asset Management Plan and direct staff to draft and present an Ordinance for first reading. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

X. Old Business

A. Pending List

- Councilwoman Green commented that the pending list presented in the packet is only one page long and was requested in September. She is disappointed that it took so long to be presented and did not understand why it went from three pages to one.
- Attorney Adkinson updated the Council and discussion ensued on the following Pending List items:
 - a) RFQ-Wastewater Treatment Plant – Language to be sent to the Clerk
 - b) Road Agreement with Walton County – Attorney will coordinate a meeting with Walton County
 - c) Waste Management Franchise Agreement – To be Workshopped in 2019
 - d) City Council Districts – Attorney working with Supervisor of Elections
 - e) Branding Logo Trademark – Attorney suggested staff work with Marketing Company on the trademark
 - f) Animal Control and Code Enforcement – Attorney recommended this item be removed from the Pending list
 - g) Forensic Audit – Marcum LLC is scheduling phone interviews with Council

B. 2019 Holiday Schedule Approval

Council Action: Councilman Farris made a motion to approve the 2019 Holiday Schedule. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

XI. New Business

A. Mayor Russ Barley

1. Fee Waiver Request from Middle School Cheerleaders

Council Action: Councilman Farris made a motion to waive the fees for the rental of the Community Center for the Middle School Cheer Banquet on December 17, 2018 from 5:00 pm to 8:30 pm. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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December 11, 2018 Minutes

B. Councilwoman Brannon

1. December 20th Walton County Delegation Meeting
 - Councilwoman Brannon requested that the City be represented at the December 20th Delegation Meeting in DeFuniak. Mayor Barley volunteered and will be in attendance.

C. Councilwoman Haffner

1. Social Media Posting Policy Discussion
 - Councilwoman Haffner addressed the Council regarding the development of a Social Media Policy. A posting policy and designated PR Person would help avoid misinformation and provide clear answers to the public.
 - Councilwoman Brannon advised that there are a lot of laws regarding Facebook and social media accounts. This would be considered public record.
 - City Attorney Adkinson's recommendation is that if the City is going to try and use Social Media to communicate City updates or issues, it should be from one source and follow methods for records retention. A media policy rather than a Social Media policy may be more appropriate. Legal can help develop a policy with clear guidance from the Council.
 - Council discussion ensued regarding drafting a policy and educating the community.
2. Compensation
 - Councilwoman Haffner addressed the Council regarding the current City wages. Employees are working harder, faster and doing more with all the growth coming into the area. The City needs to be competitive with other employers in the area. Councilwoman Haffner is requesting a beginning salary increase to \$13.00 per hour for the staff in the Water, Sewer, and Parks crews. Council discussion ensued, and this item will be brought back with more supporting documentation and be put on an agenda for further review at the next meeting.
3. Employee Issue/Concern
 - Councilwoman Haffner discussed the timeline of the City Clerk taking over the Billing Department and giving a credit on a water account to a friend without having the authority to do that. Councilwoman Haffner addressed the Clerks pay increase was based on the Clerk managing the Billing Department.
 - Councilman Farris addressed the Clerk's pay and the reason he recommended it be increased was to bring the salary up to the Finance Officers salary and because the Clerk came in low when hired and she deserved it. Councilman Farris also felt that the Mayor

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City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 11, 2018 Minutes

handled the situation with the Clerk regarding the water bill and he recommends that anyone with an issue sit down and speak to the Clerk.

- Councilwoman Brannon stated that it was her understanding that part of the raise given to the Clerk was also for the Certification that the Clerk worked for and was not just for taking over the Billing Department. Councilwoman Brannon is not on board with taking further action since the issue has been handled by the Mayor.
- Councilwoman Green stated that she has concerns about the behavior since the situation has been handled and feels the Clerk's job has not been done as it should be since the incident and the work has been put on the second in charge.
- Councilwoman Haffner stated she is very upset and that this sends a horrible message that the City would allow an employee to steal from the City and stay employed.
- Councilman Farris stated that several employees have adjusted bills and that this has been done in the past.
- Councilwoman Haffner said that this was done on a personal friend's account without the proper procedures being followed.
- Mayor Barley stated that the procedures are being followed now.

4. Waste Management Update
- Addressed under Pending Items

D. Councilman Farris: None

E. Councilwoman Green

1. Whitman Way Road
- Watermain Break on Whitman Way has left damage on the street. A member of the Community has been trying to call and find out when it will be repaired. Councilwoman Green would like an update on when it will be repaired. Water Supervisor Tuggle will be advised, and an update will be requested.
 - Mrs. Grimm addressed the Council requesting information about when the repair will be made to the road on Twain Trail. The Hammock Bay roads are not listed in the County local agreement and are maintained by the City Staff.
2. Audit Update
- Addressed under Pending Items

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December 11, 2018 Minutes

3. Letter from the Water Department
- Addressed in prior discussion

F. Councilman McCormick

1. IEMO Class Permission to Attend

Council Action: Councilman Farris made a motion to approve Councilman McCormick to attend the three-day class in Jacksonville and the City will pay for the lodging. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

G. ~~Recognition of Cheer Competition Winners~~

XII. Public Comment: None

XIII. Adjournment

Mayor Barley adjourned the meeting at 12:10 p.m.

FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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